

Date/Time Stamp
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SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 SEP 10 PM 1:08

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Purpose of Amendment (describe the reason for amending original submission):	Adjust meal expenses on
RE-2, submit final PSTCF, submit final itinerary	

By: [Signature]
(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**

☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Association of Student Financial Aid Administrators (NASFAA)

Travel date(s): June 24-24, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount		\$224	\$82 (cost included in registration fee)	\$600 (conference registration fee, which includes cost of meals).

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Participated in morning panel, attended sessions on basic needs, student financial aid award letters,

student aid verification, and cost of attendance.

9/10/19

(Date)

Bryce McKibben

(Printed name of traveler)

Bryce McKibben

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/10/19

(Date)

Patty Murray
(Signature of Supervising Senator/Officer)

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Private Sponsor Certification - Page 1 of 4

[illegible]

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

[OR]

- OR -

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	None	\$225	\$82 (cost included in registration fee).	\$600 (conference registration fee, which includes cost of meals).

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged without regard to Congressional participation.

18. Reason for selecting the location of the event or trip

See attached.

19. Name and location of hotel or other lodging facility:

Walt Disney World Swan & Dolphin Resort

1500 Epcot Resorts Blvd. Lake Buena Vista, FL 32830

20. Reason(s) for selecting hotel or other lodging facility:

See attached.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging is above federal per diem. Meals are above per diem. The senate traveler is receiving the same food and lodging as other conference participants, which are negotiated rates for the entire conference.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

No transportation is being provided.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment is being provided.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Sydney Evans, Executive Assistant to the President & CEO

Name of Organization: National Association of Student Financial Aid Administrators

Address: 1801 Pennsylvania Ave, NW, Suite 850, Washington, DC 20006

Telephone Number: 202.785.7281

Fax Number:

E-mail Address: evanss@nasfaa.org

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the _____ trip
Dates of Travel (Month Day, Year)
to _____ is true, complete, and correct.
Place of Travel

Signature of Travel Sponsor: _____

Name and Title: _____

Name of Organization: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

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Instructions
(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization's prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

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Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

"De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be “reasonable” in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor’s rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.

**NASFAA National Conference, June 24-25
Orlando, FL
Bryce McKibben
Supplemental Attachment**



- #13 - NASFAA is a member-based 501c3 consisting of 3,000 colleges and universities that participate in the federal student aid programs. NASFAA provides trainings, regulatory, and legislative guidance to its member institutions and provides learning and education sessions for lawmakers, researchers and the public. NASFAA's annual conference provides a forum for members to learn the latest in federal rules, discuss best practices in student aid administration, and discuss current issues in financial aid.
- #14 - NASFAA extends invitations to Congressional staff to attend our national conference annually to learn about the latest issues facing students and institutions in student aid administration. In the last six years we have sponsored three congressional staff at our national conference.
- #15 - NASFAA provides training and briefings to postsecondary institutions, policymakers, and lawmakers on an ongoing and on-needed basis on federal student aid issues through a daily newsletter, online trainings, and in-person training forums.
- #18 - The conference location is chosen 5-6 years in advance and is selected based on several criteria, including cost and geographic location.
- #20 - The hotels are chosen far in advance, and the selection is based primarily on accessibility and cost to NASFAA and attendees. NASFAA strives to find the most economical options for its members.

NASFAA National Conference, June 24-26

Orlando, FL

Itinerary: Bryce McKibben



Monday, June 24

5:59pm: Depart DCA

8:31pm: Arrive MCO

- American Airlines 1649 (*Disclaimer: NASFAA is not paying for the cost of this flight*)

Tuesday, June 25

7:45am – 8:30am

- Coffee & a Pastry: Breakfast (Atlantic Hall)

8:00am – 8:20am

- Session/Description: Financial Aid Solutions (Atlantic Hall): NASFAA's Business Services team has the expertise to help you identify areas where you can reduce administrative burden on both you and students. This session helps schools determine whether there are portions of their aid operations that could be outsourced to a third party. This learning session will also provide a glimpse into the operations of a modern-day financial aid office.
- Bryce McKibben will be participating in this session as a conference attendee.***

8:30am – 9:30am

- Session/Description: A Conversation With Senate Education Committee Staff (Northern Hemisphere A 3/4): Join staff from the Senate Committee on Health, Education, Labor and Pensions to discuss their priorities for reauthorizing the Higher Education Act (HEA). Committee staff from both the majority and minority will share proposals, priorities, and offer insight on HEA reauthorization timing. Come join us for this special inside-the-beltway opportunity!
- Bryce McKibben will be speaking in this session as a member of Senate staff.***

9:45am – 10:45am

- Session/Description: Student Voices, School Solutions: Basic Needs as a Prerequisite to Student Success (Southern Hemisphere III): Through its Student Financial Wellness Survey of 57 colleges across 12 states, and through a massive qualitative study on low food security among college students, Trellis Company has been helping colleges understand the interplay of student finances and student success. Come to this session to hear how school leaders at very different institutions address their common challenge — addressing the basic needs of students.
- Bryce McKibben will be participating in this session as a conference attendee.***

11:00am – 12:00pm

- Session/Description: Reducing Student Loan Debt: Does the Way We Award Loans Make a Difference? (Northern Hemisphere E 3/4): In a field experiment with Duke University, the Center for Advanced Hindsight's Common Cents Lab tested whether partitioning financial aid awards into direct (tuition, fees, health insurance) vs. indirect (living experiences) costs of attendance (COA) could reduce overall borrowing.
- Bryce McKibben will be participating in this session as a conference attendee.***

12:15pm – 1:00pm

- Networking Luncheon (Atlantic & Pacific Halls): Conference attendees will have the opportunity to participate in this networking luncheon, allowing them time to connect with other financial aid administrators and exhibitors and engage in discussions on challenges and best practices in financial aid. This networking luncheon is an opportunity for attendees to interact and obtain feedback in a one-on-one conversation with practicing aid administrators. This is a programmatic part of the conference where we set up networking tables to facilitate conversations. We provide the space to discuss policy issues and best practices and we would expect that Bryce McKibben would be engaged in these conversations with other networking attendees.
- ***Bryce McKibben has the option to join this luncheon as part of registration.***

1:00pm – 1:20pm

- Session/Description: What's Keeping Top Financial Aid Leaders Awake at Night? (Atlantic Hall): We will dig into the issues that keep top financial aid leaders awake at night, and strategies they are employing to get ahead and stay ahead of the curve.
- ***Bryce McKibben will be participating in this session as a conference attendee.***

1:30pm – 1:50pm

- Session/Description: Leaky Pipes and Verification Melt: Solutions to Get Students to and Through (Atlantic Hall): A quarter of all students who are selected for verification will simply give up on the financial aid process – that's 25% of students who give up on their education! Come learn about how you can help students avoid verification melt, remove compliance burdens, and alleviate staff pressure by exploring the benefits of outsourcing.
- ***Bryce McKibben will be participating in this session as a conference attendee.***

2:00pm – 3:00pm

- Session/Description: Questioning the Calculations: Are Colleges Complying With Federal and Ethical Mandates for Providing Students With Estimated Costs? (Northern Hemisphere E 1/2): This session presents the results of an analysis of calculations generated for four hypothetical low-income student profiles at 80 public and private, not-for-profit four-year institutions and identifies characteristics of NPCs that produce misleading and incomplete information about costs.
- ***Bryce McKibben will be participating in this session as a conference attendee.***

3:15pm – 4:00pm

- Session/Description: "Off the Cuff" Live Podcast (Asia 3): NASFAA's "Off The Cuff" podcast brings listeners the latest news in higher education and financial aid policy each week, with an "insider's" look into the inner workings of the nation's capital. This live taping will engage audience members in a conversation about what is happening on-the-ground on college campuses and the intersection with DC happenings.
- ***Bryce McKibben will be participating in this session as a conference attendee.***

9:20pm: Depart MCO

11:34pm: Arrive DCA

- American Airlines 1649 (Disclaimer: NASFAA is not paying for the cost of this flight)